



SUBJECT: **JOB OPPORTUNITY: PUBLIC OUTREACH SPECIALIST, FSN-8**

OPEN TO: **All Interested Candidates**

POSITION: **PUBLIC OUTREACH SPECIALIST**

OPENING DATE: March 23, 2015 **CLOSING DATE:** April 6, 2015

WORK HOURS: Full time, 40 hours/week

START DATE: end of June / beginning of July 2015

LENGTH OF HIRE: Temporary position for two years or return of an employee from maternity leave; whichever occurs earlier.

SALARY: Ordinarily Resident: Starting annual salary for **Full-time performance 533,943 Kč** (Position Grade: FSN-8)

NOTE: All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and residency permits to be eligible for consideration.

The U.S. Embassy in Prague, Czech Republic is seeking an individual for a temporary full-time position of Public Outreach Specialist in the Public Affairs Office.

BASIC FUNCTION OF POSITION

Under direct supervision of the American Center Director (ACAO), conceptualizes, designs, develops and executes public outreach programs that further Mission and Department public diplomacy goals. Promotes the activities of the U.S. Embassy, American Center (AC) and Public Affairs Section. Develops and maintains contact with individuals and institutions of key target groups. Collaborates with the Information Resource Center Specialist on programming and daily operation of the American Center. Administers AC's Youth Outreach initiatives, including the Embassy's Speakers' Bureau program. Backs up the American Center Information Resource Center Specialist and Administrator.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact phone number +420 257 022 734 / email HRORPrague@state.gov.



QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A. Education: University degree in liberal arts or social sciences such as political science, history, international affairs, education/teaching, Culture Management, journalism or American studies is required. Study Abroad experience is a plus.
- B. Prior Work Experience: Three years of progressively responsible experience in academia, a think-tank, the media, education/teaching, event planning, cultural management, or marketing.
- C. Language Proficiency (list both English and host country languages proficiency requirements by level (II, III, IV) and specialization (speak/read): Level 4/4 (Fluent) speaking/reading Czech is required. Level 4/4 (Fluent) speaking/reading English is required.
Language proficiency will be tested.
- D. Job Knowledge: Planning AC's annual public outreach strategy and broadening our target groups require that the incumbent have an in-depth knowledge of Czech and U.S. foreign affairs policies, American culture and society, legislative and other domestic issues of relevance to Mission priorities, as well as marketing, advertising or PR experience. Must be versed in public diplomacy programs, public affairs techniques, outreach activities and products. Must be familiar with US policy priorities and goals with respect to the Czech Republic, and with US society and culture.
- E. Skills and Abilities: Ability to work independently with little supervision; strong attention to detail; ability to work as part of a team both within the American Center, the Public Affairs Staff, and the larger Mission. Ability to prioritize work schedule and incoming requests and to multi-task. Excellent interpersonal, cross-cultural and customer service skills. Excellent written and oral communication skills. Ability to write reports and outreach publications. High degree of familiarity with IT and the internet.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFM) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.



4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position should submit the following, or the application will not be considered:

1. A current resume or curriculum vitae (CV) that provides the same information as the DS-174 (education and employment history, citizenship, veteran's status, and a notation if you have ever worked for the U.S. Government before); **or**
2. Application for Employment as a Locally Employed Staff or Family Member (DS-174).
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION IN WRITING BY E-MAIL TO:

HROPrague@state.gov. Please include "Public Outreach Specialist "in the subject line.

Or by fax to: 257-022-811

Or by mail to:

Human Resources Office
American Embassy Prague
Trziste 15
118 01 Prague 1, Czech Republic

CLOSING DATE FOR THIS POSITION: April 6, 2015.

The U.S. Mission in the Czech Republic provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.